



YOU WILL PAY
TAX

**IF YOU DO NOT FOLLOW
THE CORRECT
PROCEDURES!**

Please read the attached guide

**Should you have any queries, please
do not hesitate in contacting us on**

05254 804 184

NAAFI OPA - Official Procurement Agency

Procurement Conditions for Purchasing a Tax-Free Vehicle via a German Dealer with an Abwicklungsschein

Guide to Purchasing a Tax-Free Vehicle

To ensure that everything runs smoothly with your vehicle purchase and in full compliance with the (SOFA) Status of Forces Agreement, BA SO 5203 please take the time to read the procurement procedures. This guide is designed solely to assist you and to ensure that your vehicle purchase is carried out as swiftly and hassle-free as possible.

Prior to any agent accepting an order for a tax-free vehicle, they must be in receipt of a NAAFI Purchase Order. We can only issue this once we are in receipt of a completed Application for a Purchase Order. This form confirms your status and must be completed in full and stamped and signed by your Officer Commanding or equivalent. Please note that a faxed copy of this form is sufficient. The administration fee of EU48.50 for Euro deals and £44.00 for Sterling deals must be paid on or within Seven days of you submitting the Application for a Purchase Order.

Once your Application Form has been processed, a NAAFI Purchase Order will be issued and forwarded direct to your Dealer. This form enables the dealer to accept a tax-free vehicle order from you. Please note that by signing a Supplier's/Manufacturer's order form (Auftrag) prior to the NAAFI Application for a Purchase Order form, will mean that you have ordered the vehicle and as such **tax can no longer be relieved**. If you do this then effectively you have ordered a tax-paid vehicle. Before signing an order form it is your responsibility to ensure that the dealer is physically in receipt of the NAAFI Purchase Order.

The Dealer will retain the NAAFI Purchase Order for his records and issue NAAFI with an invoice. The invoice (rechnung) must be made out to NAAFI OPA and must clearly show your full name, the tax-free vehicle price and vehicle chassis number. Tax must not be shown on the invoice.

The dealer will not release your vehicle until they have received full payment. Please note that all monies must be paid direct to NAAFI and **NOT** to the dealer. This includes any deposit payments or monies involved in the sale of a part exchange vehicle.

Payment will be forwarded to the relevant agent once this office is in receipt of the dealer's invoice, a copy of your BFG Form 80 (Import Licence) and full cleared funds. Please note that we will be unable to process your vehicle purchase without the administration fee of either EU48.50 or £44.00, dependant on the invoiced currency of your vehicle.

Before an Abwicklungsschein can be raised and sent to the dealer, we will also require a completed NAAFI Delivery Receipt. Please be aware that failure to supply this form could result in German tax being levied against you.

Vehicle Payment

Payment to the NAAFI OPA must be made in the same currency, as that invoiced by the dealer. The following payment methods can be used:

Payment via a Finance Company

Please ensure that any Finance company you may be using is aware of these procedures, as crediting funds incorrectly can result in unnecessary financial loss and undue delay. Please also note that we **can not** accept any payments from a finance company that has secured the loan against your vehicle purchase.

Should you require any assistance or further information regarding the financing of your vehicle please do not hesitate in contacting us on 05254 804 184.

Deposit Payments

In all cases where a dealer requires a deposit to process an order, the payment must be remitted via this office. Please be warned that deposits are usually non-refundable and we are only able to return them to a customer with the agreement of the Supplier. The customer is the only person who can arrange this by negotiating the return directly with the supplier.

Cheque Payments

These should be made payable to NAAFI and forwarded to the address shown overleaf.

Please note that cheques drawn against a German Account are subject to **10 working days** clearance from the date of receipt. Sterling cheques are subject to up to **15 working days** clearance from the date of receipt.

Bankers Draft

As with cheque payments, these should be made payable to NAAFI and forwarded to the address shown overleaf.

As soon as the payment appears on our account, this will be classed as cleared funds.

Bank Transfers for Euro Invoiced Vehicles

Transfers must be credited to the following account:

Bank Address: National Westminster Bank
City of London Office
PO BOX 12258
No1 Princes Street
London
EC2R 8PA

Account Name: NAAFI Car Sales

Account Number: 550/00/42065496

Sort Code: 60 00 01

IBAN Number: GB96NWBK60721442065496

BIC CODE: NWBKGB2L

Monies can be transferred direct from **your** UK account into this account. Please note that we do not have an internal exchange rate and as such the funds will be converted by your own bank. Transfers can take up to **5 working days** to be credited to our account. Your bank should be able to supply you with the relevant information.

You can also transfer monies direct from **your** German account. **Your** bank may levy a charge for this service and you should allow 5 working days for these funds to appear on our account.

Bank Transfers for Sterling Invoiced Vehicles

These transfers must be credited to the following account:

Bank Address: National Westminster Bank
City of London Office
PO BOX 12258
No1 Princes Street
London
EC2R 8PA

Account Name: NAAFI Car Sales

Account Number: 39496171

Sort Code: 60 00 01

IBAN Number: GB05NWBK60000139496171

BIC Code: NWBKGB2L

For all transfers please quote your name, together with the make and model of your vehicle. If known, it is also helpful to quote your NAAFI account number, which will be prefixed by a letter, followed by six numbers. This enables us to quickly identify your payment on our statements, thus avoiding any unnecessary delay.

Please note that we **can not** accept any credit/debit cards or cash payments.

Despatching of Paperwork

Unless a written request from yourself is received to the contrary, everything will be forwarded direct to your dealer.

Please note that we are the Official Procurement Agency and not the Supplier of your vehicle. Any queries you may have regarding delivery and specification should therefore only be directed to the dealer or supplier of your vehicle.

The Official Procurement Agency is in no way responsible for the writing of the SOFA rulings, however we are tasked with ensuring that every vehicle purchase meets the set criteria.

CHECK LIST

Application for a NAAFI
Purchase Order

(Obtained from NAAFI)

together with.....

Processing Fee:

(Paid to NAAFI)

For confirmation of status –
Stamped and signed by
Commanding Officer or
equivalent.

Non-refundable administration
fee of EU48.50 for Euro deals
and £44.00 for Sterling deals.
We will be unable to process
your tax-free vehicle purchase
without this payment.

Invoice (Rechnung)

(Obtained from the dealer)

Made out to NAAFI OPA.
Clearly showing: Customer
Name, Tax Free Price &
Chassis Number.

Full payment for vehicle

(Paid to NAAFI)

Cheque/Bank transfer (to
appropriate account)

Copy of BFG Form 80

(Obtained from C&I)

Licence to Import Vehicle into
Germany. To confirm
entitlement to purchase a tax-
free vehicle.

Delivery Receipt

(Obtained from NAAFI)

To confirm that you have taken
delivery of your vehicle.

All documentation should be forwarded to:

BFPO Mail: NAAFI OPA
Otto-Hahn Strasse 20
Sennelager BFPO 16

German Mail: NAAFI OPA
Otto-Hahn Strasse 20
33104
Paderborn-Sennelager

Tel: 05254 804 184

Fax: 05254 804 199